



March 2014  
Volume 1, Issue 12



# On the Gulch

## A Newsletter For and About City of Helena Employees

### Law Enforcement - Partners in Special Olympics Success!

#### Employee News

Welcome to:

Our new HCC  
coordinator, Judy  
Garriety.

When you see Judy  
around the City/  
County building,  
please congratulate  
and welcome her!

### Spirit of Service

*Be a positive change  
in our community and  
sign up to participate  
in Spirit of Service on  
May 28th.*

*Deadline to sign up is  
Friday, March 14th.*

*For information  
contact Kim Sell  
x8595 or email  
ksell@helenamt.gov*

On February 15th, law enforcement officers, search & rescue volunteers, and a large group of individuals with a variety of work and personal backgrounds volunteered to help and participate in a cold plunge into Spring Meadow Lake to raise money for Special Olympics.

#### **80 "plungers" raised over \$25,000!**

Corporal Domingo Zapata of the Helena Police Department is one of the organizers of the event. He and others in the Law Enforcement Torch Run organization have been volunteering their time and energy for Special Olympics fundraising events for years.

A Law Enforcement Representative is selected to represent the state in the final torch run leg to the national games and also to participate in event ceremonies. Special Olympics will be held in New Jersey in 2014.

This year Special Olympics Montana (SOMT) selected Corporal Zapata as their representative. It is an honor for him and for the Helena Police Department to be selected. Corporal Zapata has developed a great reputation for his work with Special Olympics,

not only in the Helena area but across Montana and the region.

All expenses incurred for him to participate will be covered by Special Olympics Montana.



Read the story and check out the photos on the Helena Independent Record website:  
[http://helenair.com/news/local/feature-photo-passion-plunge/article\\_a7af3400-9699-11e3-b4d7-0019bb2963f4.html](http://helenair.com/news/local/feature-photo-passion-plunge/article_a7af3400-9699-11e3-b4d7-0019bb2963f4.html).

For more information or to make a donation to SOMT, contact Corporal Zapata 447-8461 or [dzapata@helenamt.gov](mailto:dzapata@helenamt.gov).

### Tech Tip #11: Pin it!

One of my favorite features in Office 2007 and 2010 is the Pin a File to the Recent Documents List. When you click on the 2007 Microsoft Office button in the top left corner of your program or the 2010 File tab, you can select Recent Documents.

The Recent Documents list is generated automatically by Word based on the documents you open. The list changes as you open different files. However, if you frequently open a specific

document, you can pin it to the list so that it always remains at the top of the Recent Documents list.

When you look at the Recent Documents list, you will see a pin icon to the right of the file name. Just click the pin to keep it on the list and click it again to unpin it if you change your mind later.

\*Ellen Bell

**\*Like\* and \*follow\* the City of Helena, Local Government Facebook page  
to see news & information about our city!**



## AMAZINGLY EASY IRISH SODA BREAD

### INGREDIENTS:

- 4 cups all-purpose flour
- 4 tablespoons white sugar
- 1 teaspoon baking soda
- 1 tablespoon baking powder
- 1/2 teaspoon salt
- 1/2 cup margarine, softened
- 1 cup buttermilk
- 1 egg
- 1/4 cup butter, melted
- 1/4 cup buttermilk

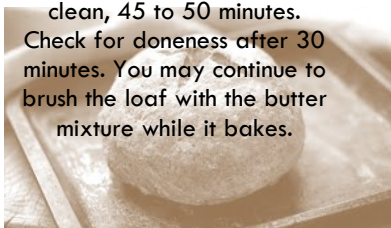
### DIRECTIONS:

1.  
Preheat oven to 375 degrees F (190 degrees C). Lightly grease a large baking sheet.

2.  
In a large bowl, mix together flour, sugar, baking soda, baking powder, salt and margarine. Stir in 1 cup of buttermilk and egg. Turn dough out onto a lightly floured surface and knead slightly. Form dough into a round and place on prepared baking sheet. In a small bowl, combine melted butter with 1/4 cup buttermilk; brush loaf with this mixture. Use a sharp knife to cut an 'X' into the top of the loaf.

3.  
Bake in preheated oven until a toothpick inserted into the center of the loaf comes out clean, 45 to 50 minutes.

Check for doneness after 30 minutes. You may continue to brush the loaf with the butter mixture while it bakes.



## Customer Service Tip: Be prepared to be an ambassador

As a city employee as well as a resident in the area, we get a lot of questions we may find difficult to answer. There are two things every city employee should have handy:

- 1) **An Elevator Speech** - "What do you do for the city?" Common question, right? Be prepared with a quick answer to this question, no longer than two minutes. Try not to use your title to answer the question; tell people what you *actually* DO. "I do administrative work for the city's transfer station. I answer lots of telephone calls and email, handle all accounts payable and receivable, and welcome people to the transfer station and explain what they need to do to get a permit or drop off recyclables." We all know our jobs can't be completely described in two minutes. The city has limited staff in each department and each of us picks up the work that needs to be done regardless of our job description - we wear a lot of hats. When people ask, though, narrow it down to three or four substantial aspects of your job so they get the general idea of what your day might look like.

- 2) **A Short Answer to the Most-Asked Questions You Receive** - "Why can't the city keep our streets clear of snow & ice?" "Why are my property taxes so high?" If you don't have accurate, positive answers to these questions, find them! Spend some time exploring the city website and pay special attention to the Frequently Asked Questions or FAQ pages under each department. If you see something that could be explained better, is incorrect, a link that doesn't work, or changes you recommend, contact the web committee member in your department. If you have questions and need to find answers, call Sarah Elkins x8401 or email [selkins@helenamt.gov](mailto:selkins@helenamt.gov).



## City HR Selected for Million Hearts Award

\*Morgan Maynard-Dixon

City of Helena, along with 9 other worksites in Montana, was awarded \$2,500 by the Montana State University Department of Health and Human Development and the Montana Department of Public Health and Human Services to be used to cover the cost of a health risk assessment for City Employees.

Using a nationally recognized "HERO Scorecard" (Health Enhancement Research Organization), the City will identify best health management practices and compare them against national trends and analysis. We will also be a part of building a national normative database that will further the industries' understanding of best practice

approaches to Employee Health Management. As the database grows, benchmark reports will be made available to employers to compare the details of their programs with those of relevant benchmark groups based on industry, employer size and geography.

Working with MMIA and Kirk Keller of MSU, the City's Human Resource Department will identify health risks of our City employees. Funds from this award will be used to provide educational enhancements for our employees based on these health risks.

Want more information? Call Morgan Maynard-Dixon at x8333 or email her at [MMaynard-Dixon@helenamt.gov](mailto:MMaynard-Dixon@helenamt.gov).

**Want to see news specific to our city government?**  
**Check out the Helena News Highlights page on our website, it's updated daily!**  
**<http://www.helenamt.gov/city-manager/helena-news-highlights.html>**